



Getting Started

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About This Guide

Product: DECpage Version 3.0

Operating System: VAX/VMS

Purpose of This Guide

This manual describes how to:

- Create a document that DECpage can format and print.
- Submit that document to DECpage for formatting and printing.

Who Should Use This Manual

This manual addresses first-time DECpage users. Its purpose is to provide user exercises to show the steps involved in creating and submitting documents to DECpage for formatting and printing.

Prerequisites

Before using this manual, you should be familiar with WPS-PLUS/VMS or WPS-PLUS on ALL-IN-1. See the *DECpage Statement of Supported Versions* document in this documentation set.

Associated Documents

This manual should be used in conjunction with your WPS-PLUS documentation and the following DECpage documentation:

DECpage Installation Guide

DECpage User's Guide

DECpage Quick Lookup

DECpage Style Designer's Guide

DECpage Style Samples

DECpage Statement of Supported Versions

Conventions

DECpage	Means DECpage™ software
ALL-IN-1	Means ALL-IN-1™ software
WPS-PLUS	Means WPS-PLUS™/VMS software
PostScript	Means PostScript®. PostScript® is a registered trademark of Adobe Systems Incorporated
Red Text or Bold Dot Matrix Type	Indicates text you should type in examples.
Dot Matrix Type	Indicates text that appears on your screen.
Enter	Means type your response, then press a terminator key such as RETURN or TAB.

RETURN or <RETURN>

Indicates a key that you press in examples. For example <RETURN> indicates that you press the RETURN key.

All keys are indicated by the word processing conventions. For example, the SELECT key is represented as SEL. The only exception to this convention is TAB, which is indicated by <T>.

Gold x

Indicates a sequence of keys that you press. For example, Gold FILE DOCMT means that you press the Gold key and then the FILE DOCMT key.

.
:
.

Vertical ellipses indicate that a line or more of text in an example has been omitted.

Introduction

DECpage is a software product that formats WPS-PLUS documents in one of several *styles*. These styles provide features formerly obtained only through typeset documents. DECpage automatically positions your text on the page, hyphenates words, paginates documents, varies typefaces and character sizes, and lets you include graphics.

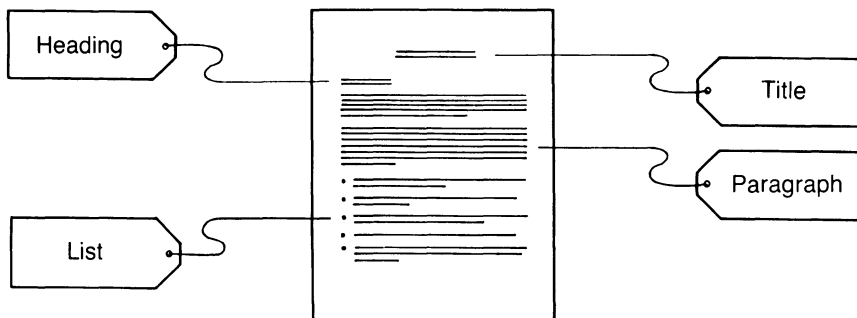
When you combine these features with the high resolution of a laser printer, the resulting document looks professionally typeset.

To produce WPS-PLUS documents of the high quality offered by DECpage, you must learn to create documents *according to the conventions that DECpage uses*. This manual shows you how to follow these conventions to create a memo.

Keying Conventions

You do not need to learn a complicated set of commands to use DECpage. Rather, you control the appearance of your document by following rules when you type your document. For instance, you indicate the beginning of a new paragraph by pressing the RETURN key twice.

DECpage rules, such as pressing RETURN twice to begin a paragraph, are called *keying conventions*. Think of them as a way to label the different pieces of your text. DECpage then uses these keying conventions to format your document.



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For the most part, the keying conventions conform to WPS-PLUS keying conventions, making them easy to remember. Although certain keying conventions vary slightly depending on the style that you select, common conventions — paragraphs, lists, headings — remain the same.

DECpage uses rulers and carriage returns as the primary signals for document formatting. If you attempt to process an existing WPS-PLUS document through DECpage without adjusting the keying conventions to those that DECpage requires, the results may not meet your expectations.

Remember these rules:

Rulers: To ensure proper formatting when inserting a new ruler in your document, it is good practice to always place the ruler after the *first* RETURN between text elements.

A ruler that contains tabs signals a table. Always use a ruler without tab stops for plain text. When you need a tab, insert a ruler containing the tab. When you return to plain text or enter a heading, insert a ruler with no tabs. Headings cannot contain tabs.

Returns: Two returns signal a paragraph.

Three returns signal a heading.

These rules will be discussed throughout the DECpage documentation. In addition, other keying conventions will provide specific formatting for your document.

Document Styles

Once your WPS-PLUS document contains the keying conventions that DECpage uses, DECpage can format your document in any of the following *document styles*:

- Announcement
- Directory
- General
- Letter
- Memo
- Newsletter
- Report
- Transparency

Your style selection determines the appearance of your text on the printed page. You can make the same WPS-PLUS document look quite different, depending on the style you choose. In addition, many styles offer you several variations. For instance, you can format a memo with either a justified or a ragged right margin.

This manual uses the memo style to illustrate the basic steps for producing a DECpage document. These same basic steps apply to each style.

2

Creating a Memo

This exercise familiarizes you with keying conventions by showing you how to create a memo that can be formatted using DECpage.

Refer to the sample on the next page before beginning the exercise; it illustrates the appearance of your sample memo before you format it with DECpage.

Creating a Memo

L---T-----T-----T-----R

TO:Mr. Livingston

DATE: July 4, 1988

FROM: Joseph Conrad

DEPT: Safari Tours

TEL: 884-5867

LOC: Headquarters

L-----T-----R

SUBJECT:Congratulations

L-----R

Our office recently received a letter from Dr. Stanley, a gentleman who participated in your last Kenyan safari. His remarks do your organizational abilities great credit. In particular, he appreciated the following:

L---T---W-----R

1 Food

2 Accommodations

3 Guides

L-----R

Judging from Dr. Stanley's commentary, the accommodations soared above our agency's already high standards. Permit me to quote from his letter:

L---W-----R

After a difficult trek over the plains, our party finally arrived at camp. Before us rose the majestic Kilimanjaro! The next hours were spent enjoying a delightful meal while contemplating a spectacular sunset.

L-----R

I know you'll appreciate the sentiments of this letter. Let me assure you that your efforts are valued by the staff here at Headquarters. Congratulations on a job well done!

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Creating a Memo Header

You should already be familiar with creating a document in WPS-PLUS. In the following exercise, words in angle brackets < > indicate keys that you press. For instance, <T> means to press the TAB key, <BOLD> means to press the BOLD key, and so forth. Refer to your WPS-PLUS documentation for more information on creating WPS-PLUS documents.

Create a WPS-PLUS document for this exercise, and name it CONGRATULATIONS.

Follow these steps to enter the memo header:

- 1 Insert a new ruler in your document. Set the tab stops in your ruler at 5, 45, and 52. Position the right margin at 70. Your ruler should now resemble the following ruler:

```
L---T-----T-----T-----R
```

- 2 To begin the text for the memo, press RETURN twice after the ruler and type the addressee's name:

```
<RETURN>
<RETURN>
<SEL>T0:<BOLD><T>Mr. Livingston<T>
```

- 3 Type the date:

```
<SEL>DATE:<BOLD><T>July 4, 1988<RETURN>
```

- 4 Type the sender's name:

```
<T><T><SEL>FROM:<BOLD><T>Joseph Conrad<RETURN>
```

- 5 Type the sender's department:

```
<T><T><SEL>DEPT:<BOLD><T>Safari Tours<RETURN>
```

- 6 Type the telephone number:

```
<T><T><SEL>TEL:<BOLD><T>884-5867<RETURN>
```

- 7 Type the location:

```
<T><T><SEL>LOC:<BOLD><T>Headquarters<RETURN>
```

- 8 Insert a new ruler. Move the first tab stop from the 5th to the 10th column and remove the tab stops in columns 45 and 52. You should always remove tab stops that are no longer necessary. Your ruler should now resemble the following ruler:

L-----T-----R

- 9 Press RETURN and type the subject of the memo:

```
<RETURN>
<SEL>Subject:<BOLD><T>Congratulations<RETURN>
```

- 10 Remove the tab stop from your ruler. Your ruler should now resemble the following ruler:

L-----R

As you can see, all the components of the memo header follow the same keying convention: a bolded keyword followed by a tab and associated text.

Check to see if you used the keying conventions correctly. You can do this by comparing your memo header with that shown in the sample memo at the beginning of this chapter.

Typing the Text

You are now ready to type the text of the memo. When typing the text, do not worry about where your sentences wrap. Only press RETURN when indicated.

Follow these steps to enter the memo text:

- 1 Type the following text:

```
<RETURN>
Our office recently received a letter from Dr. Stanley, a
gentleman who participated in your last Kenyan safari. His
remarks do your organizational abilities great credit. In
particular, he appreciated the following: <RETURN>
```

- 2 Insert a new ruler. Add a tab stop at column 5 and a word wrap indent at column 9. Your ruler should now resemble the following ruler:

L---T---W-----R

The combination of a tab stop and a word wrap indent indicates to DECpage that an indented list follows.

- 3 Type the following list (remember to use the TAB key to move the cursor):

```
<RETURN>
<T>1<T>Food<RETURN>
<RETURN>
<T>2<T>Accommodations<RETURN>
<RETURN>
<T>3<T>Guides<RETURN>
```

- 4 Insert a new ruler. Remove the tab stop at column 5 and the word wrap indent at column 9 to signal the end of the numbered list. Your ruler should now resemble the following ruler:

L-----R

- 5 Type the following text:

```
<RETURN>
Judging from Dr. Stanley's commentary, the accommodations
soared above our agency's already high standards. Permit me
to quote from his letter:<RETURN>
```

- 6 Insert a new ruler. Add a word wrap indent at column 5, (the following text is a quotation which requires an indented paragraph). Your ruler should now resemble the following ruler:

L--W-----R

Notice that the keying convention for indented paragraphs conforms to the WPS-PLUS convention for indented paragraphs.

- 7 Type the following text:

```
<RETURN>
<T>After a difficult trek over the plains, our party finally
arrived at camp. Before us rose the majestic Kilimanjaro!
The next hours were spent enjoying a delightful meal while
contemplating a spectacular sunset. <RETURN>
```

- 8 Insert a new ruler. Remove the word wrap indent. Your ruler should now resemble the following ruler:

L-----R

9 Type the final paragraph:

```
<RETURN>  
I know you'll appreciate the sentiments of this letter. Let  
me assure you that your efforts are valued by the staff here  
at Headquarters. Congratulations on a job <SEL>well  
done!<UNDER LINE><RETURN>
```

Always end a document by pressing RETURN.

By underlining text, you indicate that it requires emphasis. Depending on the DECpage style and printer you select, the words are emphasized in different ways. In the memo style, all underlined text is printed in italics.

10 File the document to complete this chapter:

```
<Gold FILE DOCMT>
```

Summary

The memo you just created uses several keying conventions to distinguish various *text elements*. These text elements include:

- Paragraph — two RETURNs
- Memo heading information — tab stops and a bolded keyword
- Indented list — a tab stop and a word wrap indent
- Indented paragraph — a word wrap indent
- Bolding — BOLD key
- Italics — UNDERLINE key

None of these conventions differ from typical WPS-PLUS conventions. Thus, you can use the same document and print it on your letter quality printer, or submit it to DECpage for formatting and laser printing.

Now that you have finished typing the memo, you can format it with DECpage. Chapter 3 tells you how to format and print your document.

Printing Your Document

You are now ready to conclude your DECpage exercise by formatting and printing your document.

Formatting and Printing Your Document

This section shows you how to complete the DECpage Format and Print Document form.

- 1 Begin by requesting DECpage. Select the DECpage (DP) option from the WPS-PLUS main menu:

`DP<RETURN>`

DECpage displays the DECpage Document Formatting Menu.

- 2 Choose the Format and Print Document (FP) option:

`FP<RETURN>`

DECpage displays the Format and Print Document form on your screen (see Figure 3-1).

Fri 15-Jul-1988

DECpage Document Formatting Menu

Folder: GENERAL
Title: CONGRATULATIONS
Number: 000140

SEL Select

FP Format and Print Document
FS Format and Print Selected Pages

Format and Print Document

Style to be used to format the document: _____
Batch queue to use: STANDARD Print device to use: LN03
Number of copies to print: 1 Notification on successful completion? Y
Create a Preview file? N Screen width during preview: NORMAL
Save formatted output file? N Is this a Master Document? N

Enter information and press RETURN

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Figure 3-1 Format and Print Document Form

Press the TAB key to move from entry to entry. If you make a mistake on a previous entry, press the BACK SPACE key to move to that entry.

NOTE: Some fields (blanks) on the form may contain default information. You can clear the field by pressing the function key RUB WORD OUT. See the DECpage User's Guide for more information.

- 3 Selecting a style determines how DECpage formats your document. DECpage provides four memo styles, which are referred to as M1 through M4. (These DECpage style names are described in more detail in the *DECpage User's Guide*.)

The M1 style justifies text at the margins and uses the Triumvirate typeface. Select this style to format your memo:

M1<T>

- 4 Select the default batch queue STANDARD:

<T>

DECpage formats your document in a batch queue. Because DECpage uses a batch queue to format and print your document, you can continue working at your terminal while your job is processed.

- 5 Specify the name of the laser printer on which you want your document printed. For example:

LN03<T>

If you are not sure about the name of the laser printer, you can ask your system manager or you can have DECpage list the available printers. Press Gold L for a list of available printers:

<Gold L>

NOTE: The print device field should be blank when you press Gold L. This ensures that you receive a complete list of printers.

After noting the printer name, recall the Format and Print Document form by pressing RETURN, and enter the appropriate printer name.

- 6 DECpage next prompts you for the number of copies of your document to print. Accept the default of one copy:

<T>

- 7 You can choose whether or not to be notified when DECpage completes your job.

If you select YES, DECpage notifies you when your document has been formatted.

If you select NO, DECpage still notifies you if your job encounters errors. The Mail option, which appears on the DECpage Document Formatting Menu, allows you to read such messages.

For this exercise, accept the default of YES:

<T>

- 8 You can choose to have DECpage create a preview file of your document, which enables you to preview your formatted document before printing it. For now, accept the default of NO:

<T>

See the *DECpage User's Guide* for more information on previewing documents.

- 9 When you want to preview a document, you tell DECpage which screen width, NORMAL or WIDE, to use for previewing. Since you will not be previewing your document now, press TAB to move to the next entry:

<T>

NOTE: You do not need to clear this field if you are not previewing your document. The entry in this field will not affect the formatting or printing of your document.

- 10 You can choose to have a copy of your formatted file saved for future printing. For now, accept the default of NO:

<T>

- 11 Finally, DECpage asks you if this is a Master Document. Accept the default of NO and press RETURN to complete the form:

<RETURN>

For information about Master Documents, refer to the *DECpage User's Guide*.

After completing the form, you receive a message that your job has been submitted for formatting.

Checking the Status of Your Job

You can follow the progress of your DECpage job by using the Show Batch Queue Status option; this option appears on the DECpage Document Formatting Menu.

- 1 Select the Show Batch Queue Status option from the DECpage menu:

SB <RETURN>

- 2 DECpage then prompts you for the batch queue name, STANDARD or PRIORITY. Specify the STANDARD batch queue, and press RETURN.

STANDARD <RETURN>

DECpage displays a listing of all jobs that are being processed in the STANDARD batch queue (see Figure 3-2).

Batch queue DP_STANDARD			
Jobname	Username	Entry	Status
-----	-----	-----	-----
000137M1	YOUR_NAME	888	Executing
5 lines printed - Press RETURN			

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Figure 3-2 Show Batch Queue Status Display

This display indicates that your document is currently being formatted. When DECpage finishes processing your document, you will receive a mail message notifying you that your document has been sent to the printer.

- 3 Press RETURN to recall the DECpage Document Formatting Menu:
<RETURN>

To return to the WPS-PLUS main menu, press the ADVANCE/EXIT SCREEN key (the 0 key on your keypad).

Comparing the Documents

This concludes the DECpage exercise. The next two pages contain copies of the memo you created, following instructions in this manual, so that you can compare your WPS-PLUS document to the memo produced by DECpage.

If you find that your memo differs from the one shown on the final page of this chapter, see if your document matches the illustration on the next page. In particular, check to be sure that you included the necessary tab stops and returns; remember that DECpage interprets them as keying conventions when formatting your document.

Now that you are familiar with basic DECpage concepts, see the *DECpage User's Guide* for more information about keying conventions and additional DECpage styles.

L---T-----T-----T-----R
<RETURN>
<RETURN>
<SEL>TO:<BOLD><T>Mr. Livingston<T><SEL>DATE:<BOLD><T>July 4, 1988<RETURN>
<T><T><SEL>FROM:<BOLD><T>Joseph Conrad<RETURN>
<T><T><SEL>DEPT:<BOLD><T>Safari Tours<RETURN>
<T><T><SEL>TEL:<BOLD><T>884-5867<RETURN>
<T><T><SEL>LOC:<BOLD><T>Headquarters<RETURN>
L-----T-----R
<RETURN>
<SEL>SUBJECT:<BOLD><T>Congratulations<RETURN>
L-----R
<RETURN>
Our office recently received a letter from Dr. Stanley, a gentleman
who participated in your last Kenyan safari. His remarks do your
organizational abilities great credit. In particular, he appreciated
the following:<RETURN>
L---T---W-----R
<RETURN>
<T>1<T>Food<RETURN>
<RETURN>
<T>2<T>Accommodations<RETURN>
<RETURN>
<T>3<T>Guides<RETURN>
L-----R
<RETURN>
Judging from Dr. Stanley's commentary, the accommodations soared above
our agency's already high standards. Permit me to quote from his
letter:<RETURN>
L---W-----R
<RETURN>
<T>After a difficult trek over the plains, our party finally arrived
at camp. Before us rose the majestic Kilimanjaro! The next hours
were spent enjoying a delightful meal while contemplating a
spectacular sunset.<RETURN>
L-----R
<RETURN>
I know you'll appreciate the sentiments of this letter. Let me assure
you that your efforts are valued by the staff here at Headquarters.
Congratulations on a job <SEL>well done!<UNDER LINE><RETURN>

TO: Mr. Livingston

DATE: July 4, 1988

FROM: Joseph Conrad

DEPT: Safari Tours

TEL: 884-5867

LOC: Headquarters

SUBJECT: Congratulations

Our office recently received a letter from Dr. Stanley, a gentleman who participated in your last Kenyan safari. His remarks do your organizational abilities great credit. In particular, he appreciated the following:

- 1 Food
- 2 Accommodations
- 3 Guides

Judging from Dr. Stanley's commentary, the accommodations soared above our agency's already high standards. Permit me to quote from his letter:

After a difficult trek over the plains, our party finally arrived at camp. Before us rose the majestic Kilimanjaro! The next hours were spent enjoying a delightful meal while contemplating a spectacular sunset.

I know you'll appreciate the sentiments of this letter. Let me assure you that your efforts are valued by the staff here at Headquarters. Congratulations on a job *well done!*